

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR NETWORK SYSTEMS SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Network Systems Specialist is the fourth level in a four level Information Technology Specialist series. Incumbents are responsible for serving as a lead worker, and analyzing overall network performance to ensure effective communication. ~~Also responsible for design/implementation of infrastructure.~~

The Senior Network System Specialist is distinguished from the Network System Specialist by its responsibility for performing network support activities associated with enterprise-wide systems and projects.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Serves as a lead worker to other employees, including prioritizing and assigning work; determining completion of work; and, training staff on work methods.	Daily 10%
2.	Guides the installation and evaluation of network systems, diagnosis of network problems, and evaluates recommended modifications.	Daily 20%
3.	Provides lead technical assistance and participates in the maintenance and repair of network equipment.	Daily 20%
4.	Meets with user departments to provide guidance in analyzing operating systems to determine network requirements; prepares reports summarizing and/or detailing analyses.	Daily 10%
5.	Provides lead technical assistance to user departments and division technical staff regarding network problems.	Daily 10%
6.	Evaluates <u>and recommends</u> requests for hardware and software <u>while ensuring compatibility with existing systems.</u>	Monthly 10%
7.	Maintain and troubleshoots network operating system issues, including configuring servers, troubleshooting errors, and identifying solutions.	Daily 25%
8.	Monitors and maintains network servers.	Daily 25%

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Deleted: Recommends and reviews recommendations of appropriate hardware, software, and network configurations for the most efficient use of equipment.

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10%

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Deleted: Researches and prepares costs estimates of equipment to be purchased, ensuring compatibility with existing systems.

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3.	<u>Performs advanced network administration duties.</u>	<u>Daily</u> <u>10%</u>
6.	<u>Provides advanced technical support and troubleshooting in support of maintaining computer and network operations.</u>	<u>Weekly</u> <u>5%</u>
7.	<u>Installs, maintains, and troubleshoots network equipment.</u>	<u>Weekly</u> <u>5%</u>
9.	<u>Assists with project management activities, which may include: serving as a lead on projects; developing project plans; determining costs and resources; contacting and monitoring vendor work; completing updates; adhering to established schedules; and/or, performing other related activities.</u>	<u>Occasion-ally</u> <u>5%</u>
10.	<u>Performs other duties of a similar nature or level.</u>	<u>As</u> <u>Required</u>

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Information Technology or Computer Science and five years of related information technology experience including three years of experience equivalent to a Network Systems Specialist are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

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Knowledge (position requirements at entry):

Knowledge of:

- Local area network hardware and principles;
- Computers, networks, software and communication systems;
- Client server architecture;
- Project management principles and practices;
- Computers, networks, software and communication systems;
- Customer service policies, principles and practices;
- Network systems, network alternatives, and their uses;
- Advanced network design, maintenance, and implementation practices and procedures;
- Network communication design, implementation, and maintenance;
- Storage area network (SAN);
- Advanced networking protocols (TCP/IP);
- Diagnostic analyzer tools and equipment;
- Network operating systems.

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Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work, detail oriented and ability to multi-task
- Training employees in proper work methods
- Providing customer services
- Analyzing a variety of administrative problems and making sound policy and procedural recommendations
- Advanced level usage in both computer and software applications
- Operating and maintaining applicable hardware, software, peripheral equipment, and communication equipment in assigned area of responsibility
- Utilizing complex diagnostic analyzers and related equipment and tools
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Performing network back ups
- Administering storage area networks; (SAN)
- Utilizing network tools in maintaining applications and operating systems
- Installing and configuring network services and protocols
- Developing, maintaining and monitoring database records
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction
- Implementing configuration changes to applicable switches and routers
- Implementing and maintaining database security measures
- Advanced programming/scripting skills
- Advanced desktop policies

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Physical Requirements:

Positions in this class typically require: bending, kneeling, lifting, reaching, standing, stooping, walking, feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007